

ADMINISTRATIVE COMMITTEE

September 2, 2020

The Administrative Committee met on Wednesday, September 2, 2020 at 11:00 a.m. at the Youth and Ag Building, South Room, 916 East Elm Street, Lancaster, WI. The meeting was also available via ZOOM MEETING, 1-312-626-6799 Meeting ID # 876 6704 9263, pursuant to the last meeting of August 6, 2020.

Members present: Robert Keeney, Mark Stead, John Patcle, Robert Scallon, Porter Wagner, Patrick Schroeder, and John Beinborn participating via ZOOM. Others in attendance via ZOOM were Jack Johnson, Deputy Sheriff, Nate Dreckman, Sheriff, Randy Peterson, TRICOR, Carol Schwartz, Orchard Manor, Fred Naatz, Social Serviced, Joyce Roling, Personnel, Carrie Eastlick, Treasurer, and Jeff Kindrai, Health. Others present at the meeting were Linda Gebhard, County Clerk, Shane Drinkwater, IT, and Garry Pluemer, Maintenance Manager.

The meeting was called to order by Robert Keeney, County Board Chair. County Clerk verified that the meeting was in compliance with the open meeting law, posted in two places and on the county website.

Agenda: John Patcle, seconded by Patrick Schroeder, made a motion to approve the agenda as presented. Motion carried.

Minutes: John Beinborn, seconded by Porter Wagner, made a motion to approve the minutes of the August 6, 2020 as presented. Motion carried.

Correspondence: Chair Keeney reported he had received a call from Jerry Huffman, our contact with the Census sharing some concerns as we enter the last month of the 2020 Census. There are some area of Grant County that seem to be lagging, especially the North West corner of Grant County, so they would like us to set up remote locations that citizens could visit with workers to get the needed information entered. Jerry asked if there is a way to get some Public Service Announcements made for those locations. Apparently these workers could be outside so the contact was thinking on the Courthouse lawn. Other ideas shared could be Village parks. Chair Keeney asked for any feedback from the committee. Chair Keeney will also reach out to the media to do some public service massaging, and the Courthouse Lawn could be used if they wanted to set up sign up stations or in Township or Village parks.

Insurance-Randy Peterson, TRICOR updated the committee on the insurances for the County. He stated there was nothing new but had some concerns about the old Law enforcement parcels sold to KWIK Trip. He wanted to make sure those parcels were taken off the County Coverage. Chair Keeney stated he would work with him on those deletions. Randy also asked about the new tower, once the County has a fire number listed for that parcel that would have to be added under the coverage for the County.

Update on Grant County Communications System – Tower Infrastructure: Chair Keeney informed the committee the new “go live” date is set for October 5th. They are still waiting for the approval of the FAA and the Tribal Nation, to their knowledge there are no Indian artifacts or remains on this site. An Emergency Order was accepted by the FAA hopefully moving up their approval to receive within the next couple weeks. The site is ready to go ahead all the plans have been approved.

Updates on Demolition of the 52 Building and Orchard Manor Treatment Plant: Chair Keeney reported the pile from the 52 Building is being sorted, contaminated materials being separated. Brad Bierman and

an engineer have been out to check the pile; they will now try to get DNR on site to determine if the piles can be buried on site, and if some of the debris will have to be covered.

Facilities and Maintenance Report: Garry Pluemer, Facility Maintenance Manager reported.

- a. Courthouse: all is quiet there.
- b. Administration Building: Register of Deeds would like to install an outside sliding window to do business. Garry is looking in the possibility of installing it in the entry way. COVID19 relief money could be used for that project.
- c. Community Services Building: The punch list is about ¾ done, Giese have plumbers out there finishing up the hot water heat. EPIC's part is done, the glass people will be on site to work with Garry. The Sign has now been installed.
- d. Former Law Enforcement Center: Garry or Jack Johnson had nothing to report.

Discussion and possible action on COVID19 Related Projects:

- a. Ionization: This is a new product. It is an Air Handling System for high-efficiency, chemical-free air purification in air handling systems. We spend up to 90% of our time indoors. The ionization system is intended to be mounted in the discharge plenum of an air handler, operating only when airflow is present. Thus, power to the ionization unit should be interlocked with fan operation or controlled via an air pressure switch. How many units and size is dependent upon the airflow, the size of the space and severity of pollution and odor. The level of ionization is adjustable. They are looking at installing this in the Courthouse. Garry received quotes from Johnson Control for \$260,000.00. WHV and Complete Control have all worked with these but no other quotes were asked for. They will consult Ben Wood, Corporation Counsel on the correct procedure to go out for bids.

A motion was made by Patrick Schroeder, seconded by Mark Stead to move forward on the ionization system in the Courthouse using COVID19 Routes to Recovery funds contingent of consulting with Corporation Counsel, Ben Wood on the appropriate bidding process, posting or using an RFP. Motion carried.

Shane Drinkwater, IT Director addressed the following projects.

- b. Fiber optic to South end of Lancaster
 - 1. What buildings need to be connected? Currently CZD and Unified are targeted.
 - 2. When should the project start?
 - 3. Do we rent internet and phone service to Unified to insure ROI?
- c. County Board Room A/V upgrade
 - 1. Install a Polycom video conference system in County Board Room
 - 2. Update the current Audio System to make Roll Call Audio features work
 - 3. Upgrade the Roll Call Audio DSP at this time
- d. 2 servers to support VPN and Xen Desktop for our remote workers
- e. Orchard Manor Phone system plan if system fails before 2021

COVID funded projects that Information Technology is looking at

Fiber Optics to CSZD/Unified - This expansion of the Grant County Fiber optic network would connect the County's Conservation, Sanitation, Zoning and Lancaster's Unified Services Buildings to the Grant County fiber optic Wide Area Network. **\$78,000 (CARES/COVID FUNDING)**

Project Goals

- a.) Provide Unified with enough internet bandwidth for trouble free video conferencing
- b.) Allow CSZD and Unified access to the County's VoIP system.
- c.) Provide internet access to CSZD to reduce the County's cost for internet services
- d.) Closer to providing a redundant fiber ring for the County
- e.) Elimination of current VPN that connects CSZSD to the Administration building
- f.) Elimination of End of Life firewall equipment. Increasing security for the CSZD and Unified networks.
- g.) Potential cost savings from Unified by providing internet and phone service.

County Board Room Teleconferencing system – This is an install of a video conferencing system with an audio system update to the County's Board room. **\$24,000 - Roll Call DSP \$8,000 (CARES/COVID FUNDING)**

Project Goals

- a.) Replace current projector in County Board room with two 4k projectors. The projectors could be used during meetings without movement by board members. The project would also display Roll Call and conference video.
- b.) Cameras would be mounted to provide video of presenters and board members
- c.) Audio control of board member microphones for the Roll Call system.
- d.) Multiple Polycom microphones would be installed for better conference audio
- e.) Internet and zoom broadcasts of County Board room meetings

Additional 20 Licensees of Xen Desktop – Xen Desktop is a PC virtualization software that allows remote users to access virtual computers. Currently Grant County is using 20 Xen Desktop connections to support remote workers. **\$9,000 (CARES/COVID FUNDING)**

Project Goals

- a.) Increase the County's ability to host more remote workers
- b.) Solve remote workers PC management issues.
- c.) Increase remote workers productivity by having consistent PC performance no matter with internet speeds the remote worker has
- d.) Decrease IT support costs
- e.) Increase productivity monitoring of remote workers

Xen Desktop Server – The County's ability to host more than 12 Virtual desktops is limited due to old legacy servers that were repurposed when CSB was opened. The new server gear as priced will support up to 96 virtual desktops. **\$58,200 (CARES/COVID FUNDING)**

Project Goals

- a.) Better performance for remote worker and end user
- b.) Supported hardware for production use
- c.) More use cases such as Virtual desktops for Orchard Manor and Sheriff's Office
- d.) Allow IT to offload Virtual Desktop systems and servers to a set of dedicated servers
- e.) New servers that will interconnect better with CSB's modern network and Storage Area Network or SAN

OM Phone Project –

Mitel 480 150 Phones	\$30,000.00
Mitel 485 20 Phones w/button (200/200)	\$ 8,000.00
Mitel Voice Switch 100	\$ 8,000.00
Mitel License	\$25,500.00
Mitel Site License	\$ 400.00
Cat 6 wiring for OM Per Globalcom	\$24,000.00
IDF Racks/Cablets	\$ 6,000.00
Network switches	\$16,000.00
Mitel Support	<u>\$ 3,000.00</u>
Total	\$96,900.00 (CARES/COVID FUNDING)

A motion was made by Patrick Schroeder, seconded by Mark Stead, to give IT permission to go forward on all the proposed projects regarding Fiber Optics to CSZD/Unified for \$78,000.00, County Board Room Teleconferencing System for \$24,000.00 plus \$8,000.00 for Roll Call DSP, Additional 20 Licensees of Xen Desktops for \$9,000.00, Xen Desktop Server for \$58,200.00 and the Orchard Manor Phone System Project for \$24,000.00 using the County's discretion paying for these projects out of the Route of Recovery/COVID funding. ***(Shane noted by using the Routes to Recovery Funds would remove \$96,900.00 off the Levy Request for 2021).*** Motion carried.

2021 Maintenance Budget: Garry Pluemer, Maintenance Facility Manager presented the information to the Committee.

- a. Fire Panels: Quotes were given by CEC and Johnson Controls. Johnson Controls came in at the Administration Building \$15,734.00 Courthouse \$14,666.00, these cost include the boxes to get the fire panels out to the CSB Building but the County would have to pay for a third party monitoring system. Garry feels the cost will be closer to \$50,000.00 per building. They really like Johnson Control because all the systems would be compatible. Complete Control came in at Administration Building \$39,000.00 Courthouse \$37,000.00. Their system in a "roundabout way" does get out to the CSB Building but these are only budgetary numbers. CEC came in at Administration Building \$5,965.00 and Courthouse \$42,235.00 but again does not get the system out to the CSB Building. Garry has not had good luck with CEC; they service the Administration Building at this time, but Garry feels the service has not been adequate.

Shane added the things that are different between Johnson Controls and Complete Control are, Johnson Control would need their own strands of fiber optics to get to the CSB Building, Complete Control could use ours. Johnson Control would be fire proof equivalent, and they are existing in all the county buildings at this time so all systems would be compatible. The thing Garry did not like was the added third party language that was not clarified but liked the idea that all systems would be compatible. It was agreed that an RFP would have to be drawn up to clarify what they are offering for the money. The RFP would clarify if Johnson Controls would choose to work with sub-contractors, or if they would work under them. The committee felt it makes sense to keep the same vendor who does service most of the County buildings.

- b. Plow Truck: Garry has been given three vehicles, two from Law Enforcement and one from ADRC to trade in to take the cost of a plow truck down. Right now he has \$35,000.00 in the budget to purchase a truck, if they wait until next year the offer of the three trucks may be gone. If something is not purchased now, the maintenance on the existing plow truck may be very high. Garry would rather put the money of the sale of the three vehicles towards a good truck then try to fix an old one. He feels the donated vehicles could bring in \$8,000.00 to \$15,000.00. Mark Stead stated Law Enforcement uses WI Surplus and have had good luck with them. Patrick Schroeder stated the fact that buying new you get the warranty also. The truck will have to service the CSB parking lots and the Courthouse has two that will need to be done.
- c. Third Floor: Garry would like to use COVID Funds to move IT and Maintenance Departments up to the third floor. The biggest cost would be Electrical work he estimates that could cost \$16,000.00. Garry is a Master Plumber so he would do that work himself. They are only talking partial walls estimating a cost of \$7,000.00. In an effort to clear out the third floor of all the office equipment, Garry notified all the Department Heads to take the items they could use. He has gotten rid of some of the items.

The committee felt the budgeted amount of \$36,000.00 would not be enough. They felt the amount should be stated not to exceed \$50,000.00. **The amount of \$12,800.00 could qualify to be paid out of the CARES/COVID FUNDING.**

Tools: Because a majority of the construction for the third floor will be done in house; Garry stated he will need some tools such as a Propress estimated cost of \$3,500 and a bigger Bosch drill which will drill through cement estimated cost of \$2,400.00, this does not include accessories. Porter Wagner suggested a couple tool dealerships he knows and offered to go with Garry to look at these items. There would be service contracts on the tools that were bought local. The estimated tool expense amount Garry has in the budget for 2021 is \$9,500.00.

Robert Keeney stated there will be a Department Head Budget meeting on Wednesday, September 9 so these suggestions will be helpful guidelines to work off for the Maintenance Budget.

Robert Keeney also brought up a Capital Improvement Plan. Most of the items that were on the County Strategic Plan have now been accomplished. Having a Plan in place would be a helpful tool for Finance to use in projecting future budgets. The committee suggested that this be discussed among the Department Heads to get their feedback. Robert Keeney stated this is why a plan is needed, if a project does not get done in 4 years; that money is still available in the 5th year to get it done instead of trying to come up the money each year.

Robert Keeney asked for a motion by the committee so there is a direction stated for the Maintenance Budget. The committee needs to have a handle on what direction they want to continue on for the future. What items are most important to go forward on, what items can be cut if need be. The agreed to leave all the items discussed at the meeting in the budget for now. Things that affect life safety should probably stay in, the third floor could be put on hold, tools could be rented; the plow truck seems to be a necessity. The use of the CARES and COVID funds will also be a valuable tool to achieve completion of some of stated projects.

A motion was made by Porter Wagner, seconded by Mark Stead, to move the full Maintenance budget forward as presented, attempting to use all the CARES/COVID funds that are available as discussed. Motion carried.

Adjournment: Mark Stead made a motion, seconded by Robert Scallon, to adjourn the meeting to the call of the chair. Motion carried.